

*Office Memorandum*

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180001-4

UNITED STATES GOVERNMENT

TO : Records Center

DATE: 26 July 1974

ATTN : Mr. [REDACTED]

STATINTL

FROM : Office of Logistics, Records Management Officer

SUBJECT: Destruction of Job No. 67-459

1. Due to a change in procedure, Job # 67-459 may be destroyed at this time.

2. The information contained in the job is related to an old procedure with another Government Agency and is now being handled in normal channels -- being microfilmed and no longer sent to the Records Center. These records are no longer carried separately on the Logistics Records Schedule.

STATINTL

*DATE OF RECORDS: 1968*

TO: CIA Records Management Officer

STATINTL

The memo describes records that appeared in OL RCS 34-60-A for the Records and Services Branch, Admin Staff, Office of the Director, OL: [REDACTED] LOGS: Copies of old log books and Form 238 recording [REDACTED] TL documents in and out of the Office of Logistics as required by existing procedures. 1954-1960...No disposal authorized by this schedule. Cut off at end of each calendar year; retain in current file area one year and retire to the Records Center."

STATINTL

With the revision of that offices Records Control Schedule 3400.02 dated 16 March 1973, the [REDACTED] Logs and Form 238 records were dropped from the schedule because the procedure that controlled the retention was discontinued within the Office of Logistics.

Normal logging records under the GSA General Schedule are required to be retained for two years and then can be destroyed. I, therefore, recommend that the request from Office of Logistics RMO for destruction of these records be approved since they are already [REDACTED]

APPROVED: [REDACTED]

CIA Records Management Officer

*Aug-6-1974*  
Date

**SECRET**

---

## RECORDS MANAGEMENT PROGRAM

---

# RECORDS CONTROL SCHEDULE FOR THE

Deputy Director for Management and Support

Office of Logistics



**SECRET**

TAB

67-459

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180001-4

## RECORDS RETIREMENT REQUEST

ASSIGNED BY RECORDS CENTER

JOB NO.

Submit original and 4 copies to Records Center. Two copies will be returned to the originating office. Additional copies may be prepared as indicated by your RMO.

For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number.

## PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)

TO:  Chief, Records Center.	FROM: (Office) Office of Logistics	DIVISION Executive Office
	BRANCH Records & Services	SECTION

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Use description in Records Control Schedule and inclusive dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140a, RECORDS SHELF LIST (Check appropriate box below.)

Copies of Form 238 recording [REDACTED] documents in and out of the Office of Logistics as required by existing procedures. 1965

STATINTL

☐ SHELF LIST ATTACHED

☐ SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS

Secret

FILE EQUIPMENT OCCUPIED BY RECORDS

☐ LETTER

☐ LEGAL

☐ OTHER (Specify)

☒ 3 x 5 card files  
NUMBER OF DRAWERS

APPROXIMATE REFERENCE ACTIVITY PER MONTH

STATINTL

## LOCATION OF RECORDS

BUILDING Ames	ROOM 1227	EXTENSION 2083	DATE 3 Jan 67	SIGNATURE OF RECORDS CUSTODIAN [REDACTED]
------------------	--------------	-------------------	------------------	--

## PART II (TO BE COMPLETED BY THE RECORDS MANAGER)

TYPE OF MATERIAL

☒ RECORD

☐ NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

OL Only

## DISPOSITION AUTHORIZATION

CITE SCHEDULE OR AUTHORITY

34-60-A Item 10c.

SCHEDULED DESTRUCTION DATE

STATINTL

BUILDING Ames	ROOM 1227	EXTENSION 2461	DATE 1/4/67	SIGNATURE OF RECORDS CUSTODIAN [REDACTED]
------------------	--------------	-------------------	----------------	--

## RECORDS CONTROL SCHEDULE

**SECRET**

34-60-A

OFFICE, DIVISION, BRANCH

Office of Logistics, Office of the Director, Administrative  
Staff, Records and Services Branch

SIGNATURE

CONCURRENCE

TITLE

DIRECTOR OF LOGISTICS

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
7.	<p><u>Office Subject Correspondence Files</u></p> <p>Files which document the activities of the Office of Logistics in support of Agency activities in accordance with the mission assigned in Regulation [REDACTED] Consisting of correspondence signed by the Director of Logistics, surveys, charts, studies, and reports pertaining to logistical planning; requirements; procurement, distribution, and accountability of Agency equipment and supplies; transportation of personnel, equipment and supplies; real estate and construction; and other support services, including Agency mail and courier service, telephone service, and printing and reproduction. Used in policy and operating determinations, and also in the general administration of the Office of Logistics. Filed according to Agency Subject File Manual. 1958 - 1960.</p>	8.0	<p>Disposal not authorized by this schedule*. Cut off at the end of each calendar year; retain in current file area two years and transfer to Records Center.</p> <p>* <b>EXCEPTION:</b> Files concerning administrative and housekeeping functions, such as: personnel, training, travel, space and services, budget and fiscal matters, security and other similar subjects, may, where possible, be segregated by groups upon retirement and may be destroyed after 2 years after the current year or expiration.</p>
8.	<p><u>Top Secret Document Files</u></p> <p>Top Secret documents concerning logistical support activities for the Agency as reflected in Item No. 7. TS documents are filed centrally in the Office except as needed within the Divisions for working needs. Filed by Top Secret Number. 1946 - 1960.</p> <p><i>Refer to att to memo only not official record copy of schedule</i></p>	3.0	<p>Periodically review to downgrade, destroy or retire. Pertinent disposal item to be applied to retained documents on an individual basis, or if material is integrated with files of a lower classification for purposes of continuity, clearance will be obtained from the Area TSCO and the Area Records Officer before retirement.</p>

**SECRET**

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<u>Project Administrative Plans Files</u>  Copies of project administrative plans and periodic reviews. Filed by Area and project name thereunder. 1952 - 1960.	0.5	Temporary. Destroy when project is terminated.
25X1A	<u>Top Secret and [REDACTED] Logs</u>  a. Copies of old book logs, Form 35-1 and current Form 1225 "Top Secret Control Record" recording all TS documents received or originated in the Office of Logistics. Form 1225 contains signatures for documents within the Office. Filed numerically. 1946 - 1960.  b. Copies of Form 1225 "Top Secret Control Record" filed by subject. Serves as cross reference to a. above.  c. Copies of old log books and Form 238 recording [REDACTED] documents in and out of the Office of Logistics as required by existing procedures. 1954 - 1960.	0.6  0.1  0.6	No disposal authorized by this schedule. Records of documents which have been downgraded or destroyed may be segregated and retired to Records Center as no longer needed. (GRS 12 - Item 6.a.)  Destroy if superseded by a change in procedure.  No disposal authorized by this schedule. Cut off at end of each calendar year; retain in current file area one year and retire to Records Center.
25X1A	<u>Document Control Files</u>  Form No. 238 "Document Control Ticket" used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence and dispatches of the Office of Logistics. Cross referenced to filing point of documents.  a. Record copy (No 1 copy) remains with document until completed, dispatched or filed, then returned to Registry. Filed by source. 1958 - 1960.  b. Suspense copy (No 2 copy) filed by source until replaced by No. 1 completed copy. Current	4.9	Temporary. Cut off at the end of each calendar year; retain in current file area 2 years and retire to Records Center. Destroy 2 years thereafter. (GRS 12 - Item 6.a.)  Destroy upon receipt of No. 1 copy.

*Reference  
att to memo  
only for  
official record  
copy of document*

*7/1/73*  
*8400.02*  
*dated 3-16-73*

3. Regulations Files

a. Drafts, memoranda comments and other material pertinent to regulations of direct interest to the Office of Logistics. Filed by regulation number.

b. Drafts, comments and memoranda regarding proposed regulations of other Agency components.

Permanent.

No destruction authorized by this schedule. May be retired to Records Center when regulation rescinded, or when no longer required for frequent reference.

Temporary. Destroy two years after publication or subsequent redraft.

4. Top Secret Logs

a. Copies of Form 1225 "Top Secret Control Record" recording all TS documents received or originated in the Office of Logistics. Form 1225 contains signatures for documents within the Office. Filed numerically.

b. Copies of Form 1225 "Top Secret Control Record" filed by subject. Serves as cross reference to a. above.

No disposal authorized by this schedule. Records of documents which have been downgraded or destroyed may be segregated and retired to Records Center as no longer needed. (GRS 12 - Item 6.a.)

Destroy if superseded by a change in procedure.

5. Document Control Files

Form No. 238 "Document Control Ticket" used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence and dispatches of the Office of Logistics. Cross referenced to filing point of documents.

a. Record copy (No. 1 copy) remains with document until completed, dispatched or filed, then returned to Registry. Filed by source.

b. Suspense copy (No. 2 copy) filed by source until replaced by No. 1 completed copy.

Temporary. Cut off at the end of each calendar year; retain in current file area two years. Microfilm, retain cartridge film in work area, retire silver film to Records Center, retain 10 years, then destroy.

Temporary. Destroy upon receipt of No. 1 copy.

*Reference  
att to Memo  
by this  
official record  
copy of document*